



JOB HAZARD ANALYSIS

(Certification of Hazard Assessment – 29 CFR 1910.133)

U.S. FISH AND WILDLIFE SERVICE

JOB ACTIVITY: Handtool Use

DATE:

PREPARED BY:

CERTIFIED BY:

PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

Eye protection (safety glasses/goggles).

Work gloves.

Safety-toe boots.

QUALIFICATIONS, EXPERIENCE, OR TRAINING REQUIRED:

Instruction by supervisor on proper procedures for use of a variety of handtools.

BASIC JOB STEPS	HAZARDS	SAFE JOB PROCEDURE
Break work down to basic elements (such as remove, lift, carry, stop, start, apply, return, squeeze, weld, saw, walk, hold, grind, place, etc.). Describe what is done, not how it is done.	For each job step, state what accident could occur and/or what hazard is present. To determine this, ask yourself: Can the person fall; overexert; be exposed to burns, fumes, rays, gas, etc.; hit against; be struck by; in contact with; be caught in, on, or between?	State how each element of work should be performed to prevent the accident or avoid the hazard. What should the person do or not do? Be specific. What precautions should be taken? Ask yourself: What can I do to eliminate, modify, guard, identify, or protect against the potential hazard or accident, including such things as how the worker stands, holds, uses, carries, dresses, etc.?
1. Select proper handtool for specific work activity (e.g., screwdriver, file, handsaw, punch, wrench).	1. Selecting inappropriate tool for the job (resulting in injury due to failure of tool).	1. Ensure proper tool is selected for the particular work activity being conducted (e.g., don't use a file or a screwdriver as a pry bar); inspect tools for damaged parts (e.g., worn, splintered handles, etc.).
2. Conduct work activity using the proper handtools (e.g., repairs, fabrication, etc.).	2. Cuts, scrapes, punctures, bruising; foreign objects in eye; slips/trips from inadequate housekeeping in work area.	2. Wear leather work gloves, safety-toe boots, and safety glasses/goggles at all times; keep work area neat and floor swept; inspect and replace worn/damaged tools; alert supervisor to problems. FILE: Must have handle and knuckle guard; material to be filed must be securely clamped. HANDSAW: Keep hands away from blade; never force the saw; material being cut by a hacksaw must be securely clamped. SCREWDRIVER: Use correct size for the screw; keep free hand away from blade in case it slips; never use it for anything but driving screws. PUNCH: Ensure the punch is adequate for the task. HAMMER: Once the nail is set, move free hand away; always check the hammer for a loose head or damaged handle; ensure sledgehammers are correct weight for the job. WRENCH: Ensure the wrench is the correct size for the job; never use "cheaters;" never use a wrench on an object in motion; be prepared for a wrench to slip; never use it as a hammer; check for damage before use.

JOB HAZARD ANALYSIS
(CONTINUATION SHEET)

JOB ACTIVITY: _____

BASIC JOB STEPS	HAZARDS	SAFE JOB PROCEDURE